

CITY OF BEAVERTON

Senior Engineer

General Summary

Plan for and manage Site Development Services Division staff and activities to ensure that private development sites, related public improvements, and private utility facilities in public rights-of-way are completed in accordance with all applicable standards, codes, ordinance, rules regulations and laws.

Key Distinguishing Duties

Overall responsibility for managing programs and staff of the section including hiring employees, responding to grievances and overseeing the disciplinary process as needed.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Manage division operations. Develop, review, approve and implement division work plans, services, policies, procedures and reports. Set performance standards. Coordinate and work with the Community Development department senior management team. Evaluate program performance and effectiveness and take action for improvement as necessary. Develop work plans, timelines and resource allocations. Monitor progress to ensure objectives are met. Collect and analyze data and prepare reports.
2. Manage staff to ensure City goals and objectives are met. Schedule, assign and review work. Recommend hiring decisions. Provide opportunities for developmental training and performance coaching to employees. Conduct performance evaluations. Respond to employee grievances and oversee disciplinary process according to the collective bargaining agreement and City policy.
3. Prepare, recommend and manage division budget. Provide explanation for variances. Authorize payments to contractors and consultants.
4. Manage the engineering plans review process for site development permit application submittals to ensure that all plans, conditions and standards are met and documentation is accurate.
5. Provide direction for the engineering construction inspection program as it relates to plan approval and permit document review. Provide assistance to project inspectors for technical standards and plan interpretation issues.

6. Develop, manage and facilitate strategies for the resolution of politically sensitive issues. Administer the Development Code, Engineering Standards and other regulations and requirements as they relate to site development. Maintain written and oral communications with developers, contractors and engineers as needed.
7. Manage the dissemination of technical, code, and general information to the staff, public, construction industry and various design and professional disciplines. Respond to requests for information from citizens, developers, consulting engineers or staff on technical issues requiring interpretation, design modification and variances. Review and resolve conflicts between staff and the public.
8. Manage the investigation of code compliance issues and coordinate with Municipal Code Services. Attend court and testify on compliance issues as needed.
9. Recommend issuance or denial of building permits to Building Division based on compliance with site development permit requirements.
10. Coordinate with multiple agencies on regional projects to develop mutually beneficial solutions or for construction permit approval. Work with citizen groups, elected officials, and local and state representatives to resolve issues. Meet with developers to ensure satisfactory completion of the review or construction process. Facilitate meetings. Serve as liaison with various committees.
11. Act as City Floodplain Manager for development per State and Federal agency requirements.
12. Provide direction and set standards for excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer
13. Represent the Site Development Services Division and/or City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
14. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
15. Produce an acceptable quantity and quality of work that is completed within established timelines.
16. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
17. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.

18. Participate in the City Emergency Management program including classes, training sessions and emergency events.
19. Follow standards as outlined in the Employee Handbook.
20. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

Other Functions

1. Serve on or provide support to a variety of committees, task forces and advisory groups as necessary.
2. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Expert knowledge of practices, principles, techniques, methods and materials used in engineering construction inspection of public works and private development projects.
- ◆ Advanced knowledge of local, regional, state and federal laws, regulations, codes and ordinances governing land use/development and engineering construction inspections of public works projects and private development projects.
- ◆ Advanced knowledge of the laws and regulations governing civil engineering of public works and private development projects.
- ◆ Advanced knowledge of practices and principles of civil engineering.
- ◆ Advanced knowledge of safety standards and work procedures related to engineering construction inspections including confined space entry, underground excavation shoring and traffic control.
- ◆ Advanced knowledge of issues and trends in the construction industry.
- ◆ Advanced knowledge of strategic planning methods with an emphasis on services related to civil engineering, land use/development, and construction/inspection of public works and private development projects.
- ◆ Advanced knowledge of public purchasing and contracting laws and regulations.
- ◆ Advanced knowledge of human resources management practices.
- ◆ Advanced knowledge of practices and principles of public/business administration and decision-making.
- ◆ Advanced knowledge of mathematics principles.
- ◆ Advanced knowledge of English grammar, spelling and usage.

Skills/Abilities Required

- ◆ Expert ability to read and interpret blueprints and plan specifications.
- ◆ Expert ability to solve problems and develop solutions.
- ◆ Advanced ability to use engineering tools used in plan review and to complete inspections.
- ◆ Advanced ability to maintain complete and accurate documentation.
- ◆ Advanced skill in engineering, land use and plan review.
- ◆ Advanced ability to review technical engineering designs, documents, plans and specifications.

- ◆ Advanced ability to develop and interpret engineering codes and standards related to land use and development.
- ◆ Advanced skill in conceptual analysis and policy/program development and implementation.
- ◆ Advanced ability to successfully manage a division's operations and budget.
- ◆ Advanced ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Advanced ability to effectively manage multiple programs and a staff including hiring, training, coaching, disciplinary action, performance management and termination.
- ◆ Advanced ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Advanced ability to build consensus and resolve conflict.
- ◆ Advanced ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Advanced ability to coach employees on and to apply excellent internal and external customer service skills.
- ◆ Advanced ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Advanced ability to make presentations and develop reports that may include technical information.
- ◆ Advanced ability to use word processing and spreadsheet programs and other software applications as required for position.

Minimum Qualifications Required for Entry

Bachelor's degree in civil/environmental engineering and 8 years of progressively responsible engineering experience, including 2 years experience in plan review/site development engineering, 2 years field inspection/field project management experience for infrastructure projects and 2 years supervisory experience, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position. Certified Floodplain Manager status desirable.

Licensing/Special Requirements

- ◆ Valid driver's license and the ability to meet the City's driving standards.
- ◆ Registration as a civil engineer in the state of Oregon or the ability to attain professional license within a year (for out of state applicants only.)

Working Conditions

Regular focus on a computer screen; daily precise control of fingers and hand movements; daily dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; weekly operation of a motor vehicle on public roads; occasional exposure to high noise levels.

Classification History

Created: July 1, 2003
Revised: 1/1/09

Status: M2
FLSA: Exempt

Department Head Signature

Human Resources Signature

Date

Date